



REQUEST FOR APPLICATIONS

2015–2016 CHESAPEAKE BAY PRESERVATION ACT IMPLEMENTATION

Funding Source: EPA Chesapeake Bay Implementation Grant (Federal Funds)

Administering Agency:

Department of Environmental Quality
Water Division – Office of Local Government Stormwater Programs
629 East Main Street, 10th Floor
Richmond, Virginia 23219

Mailing Address:
P.O. Box 1105
Richmond, Virginia 23218

RFA and Grant Awards Timeline

October 5, 2015	Issue Request for Applications
November 1, 2015	Submission Deadline
November 16, 2015	Target date for Notice of Intent to Award to be issued
January 1, 2016	Target date to begin executing project agreements
September 30, 2016	Completion date for all projects
October 15, 2016	Final report submission deadline

I. PURPOSE

The purpose of this Request for Applications (RFA) is to solicit project proposals from local governments and Planning District Commissions within the Chesapeake Bay Preservation Act (CBPA) area for the implementation of: 1) septic tank pump-out programs; and 2) land use ordinance comprehensive plan revisions to address the land use water quality requirements of local government Chesapeake Bay Preservation Act programs.

Funded projects will reduce non-point source pollution into the Chesapeake Bay through the implementation of septic tank pump-out requirements and/or through the development of comprehensive plan provisions to address water quality and ordinance requirements that reduce impervious cover, preserve indigenous vegetation, and minimize land disturbance. Funding will be awarded through a competitive process.

II. ELIGIBLE APPLICANTS

Counties, Cities, and Towns in Tidewater Virginia, as defined in § 62.1-44.15:68 of the Code of Virginia, required to implement the CBPA, as well as Planning District Commissions directly assisting in the achievement of local compliance with the CBPA are eligible to apply for funding.

III. ELIGIBLE ACTIVITIES

A. Septic Tank Pump-Out Assistance:

Grant funds may be used to provide financial assistance to low-to-moderate income homeowners within Chesapeake Bay Preservation areas to address the septic tank pump-out requirements of a local government's septic tank pump-out program, pursuant to the Chesapeake Bay Preservation Act.

It is expected that the Grantee will develop and implement an income verification process to ensure that individuals seeking financial assistance have low-to-moderate incomes. Limited funding may also be requested to cover other direct costs associated with the implementation of the program (i.e., determination of eligibility, processing payments to vendors, etc...). Grant deliverables will include reporting the number of tanks pumped on a hydrologic unit code (HUC) basis.

B. Water Quality Comprehensive Plan and Ordinance Revisions:

Grant funds may be used for the development of land use ordinance provisions that address the water quality requirements of Phase III of the Chesapeake Bay Preservation Area Designation and Management Regulations (9VAC25-830.-1902 and 3) and the plan and plat notation requirements outlined in 9VAC25-830-190.4 and 5. This includes development of ordinance provisions in response to the results of a DEQ Advisory Review of the water quality provisions of a locality's code. The project must result in ordinance provisions that promote the protection of water quality through reducing impervious cover, preserving indigenous vegetation and minimizing land disturbance. Required grant deliverables include a copy of the proposed ordinance and a schedule for its consideration by the local elected body.

Funds may also be used for updating the CBPA components of local Comprehensive Plans. Required grant deliverables include draft, updated comprehensive plan provisions, and a schedule for their consideration by the local elected body.

IV. AVAILABLE FUNDING

Approximately \$100,000 is available through the EPA Chesapeake Bay Implementation Grant (CBIG) for the above listed eligible activities. All funds must be spent by **September 30, 2016**. No Match is required.

- A. The amounts provided to localities and/or Planning District Commissions will be distributed on a competitive basis according to criteria established in this RFA. Please note that this is a reimbursement grant program with a spending deadline of **September 30, 2016**.

- B. The Department of Environmental Quality reserves the right to determine the final grant awards, in order to maximize the cost-effectiveness of grant funds awarded and support the maximum number of applicants with priority projects. Accordingly, the amount requested by the applicant may not equal the amount of the final grant award.
- C. For on-site septic tank pump-out programs:
 - 1. Grant funds may only be used by the Grantee to pump on-site septic systems of occupied residential properties located within Chesapeake Bay Preservation Areas.
 - 2. Owners of residential properties with on-site septic systems cannot receive grant funds more than once within a five-year period.
 - 3. The Grantee is responsible for determining a homeowner's eligibility for assistance by verifying that the household's income does not exceed 80% of Area Median Income as determined by the U. S. Department of Housing and Urban Development or other valid State or Federal source.
 - 4. The cost-share payment per pump-out will not exceed 50% of the total eligible cost or a cap amount of \$150, whichever is less.
 - 5. The Grantee is responsible for providing hydrologic unit codes (VAHU6) for all on-site septic systems pumped. The following map service can be used to find the VAHU6 code for a particular location:
<http://dswcapps.dcr.virginia.gov/htdocs/maps/HUExplorer.htm>

V. GRANT AGREEMENT REQUIREMENTS & GUIDELINES

- A. The Department of Environmental Quality will make use of a standard grant agreement template and general terms and conditions for state and federally funded grant projects for awarding funding through this request for applications.
- B. Projects selected for funding will be required to provide quarterly progress and financial reports and a final report to the assigned DEQ Project Manager (details below).
- C. For Grantees using funds for a septic tank pump-out program, the deliverable expected to be included with the final report is the total number of pump-outs achieved through the use of the funds. The pump-outs must be reported on a hydrologic unit code (HUC) basis. A reporting template will be provided.
- D. For Grantees using funds for the development or revision of land use ordinances to address water quality, the expected deliverable is the draft or final ordinance(s) and a schedule for the consideration of the proposed ordinance provisions by the local government.

V. GRANT REPORTING REQUIREMENTS

- A. Quarterly Progress Report Summary (Attachment A): The Grantee shall report progress to DEQ through a narrative summary of accomplishments that relate to the grant agreement and any key Milestones.
- B. Project Financial Report (Attachment B): The Grantee will summarize expenses incurred in the appropriate columns under "DEQ Funds" and Grantee contributions (optional)

under “Match Funds.” This form also serves as the reimbursement request, or invoice, for the Grantee.

- C. Financial Narrative: The Grantee shall submit a financial narrative that includes itemized details of expenditures by budget category. This narrative may be submitted in lieu of receipts; however, DEQ may request receipts and detailed financial accounting if the financial narrative does not provide enough detail to justify expenditures. The financial narrative should include any required employee time reporting forms required to meet federal reporting rules as outlined in the available Grant Project Management Manual.
<http://www.deq.virginia.gov/programs/water/cleanwaterfinancingassistance/nonpointsourcefunding/grantprojectmanagementmanual.aspx>
- D. Milestones Table (Attachment C): The Grantee shall enter “Actual Completion Date” for specific tasks on the table and provide relevant notes. The Grantee shall inform DEQ of any expected delays in accomplishment of milestones and provide revised completion dates.
- E. NPS Pollution Tracking Data for BMPs (Attachment D): If the project is paying for the implementation of BMPs or activities that could produce pollution reductions, then this form must be filled out. The Grantee shall document BMP installation and shall ensure that required Operation and Maintenance Plans and Landowner Agreements are developed and submitted to DEQ if applicable.

VI. SUBMITTAL REQUIREMENTS

- A. Applicants must complete the attached 2015–2016 Chesapeake Bay Preservation Act Implementation Support Application.
- B. In order to be considered for selection, project sponsors must submit their complete application by midnight November 1, 2015. Email and fax submittals will be accepted, if received by the deadline, but must be followed within three business days by a hard copy of the completed grant application with an authorized signature. Incomplete application materials or those not delivered or mailed accordingly will be disqualified.

Email application packages to:

Joan.Salvati@deq.virginia.gov

Mail application packages to:

Joan Salvati, Program Manager
Department of Environmental Quality
Office of Stormwater Management Programs
PO Box 1105
Richmond, VA 23218

VII. EVALUATION CRITERIA

Projects will be evaluated based on the criteria listed in the tables below in order to ensure that projects are prioritized based upon available funds. Final decisions regarding grant awards will be made by DEQ staff.

A. Septic Tank Pump-out Programs

Evaluation Criteria	Maximum Points
• Overall project approach.	15
• Demonstrated need for assistance.	15
• Cost effectiveness of the project.	15
• Applicant qualification and experience with similar activities or programs.	15
• Streams in the locality have been deemed impaired for bacteria or nutrients.	15
• The proposed project builds upon a previous Bay Implementation Grant proposal for which there has been a record of success and which facilitates the long term success of the locality's septic tank pump-out program.	10
• Project demonstrates that a significant portion of the funds would go to low-income residents. Project ensures that the cost-share payment per pump-out will not exceed 50% of the total eligible cost or a cap amount of \$150, whichever is less.	15
Evaluation Maximum Points	100

B. Phase III Ordinance Revisions

Evaluation Criteria	Maximum Points
• Overall project approach.	20
• Demonstrated need for assistance.	20
• Cost effectiveness of the project.	15
• Applicant has qualification and experience with similar activities or programs.	15
• The proposed project will advance compliance with 9VAC25-830.-190.2 and 3, 9VAC25-830-170 of the CBPA Regulations and/or the plan and plat notation requirements outlined in 9VAC25-830-190.4 and 5.	20
• Transferability and/or usefulness of project to other localities.	10
Evaluation Maximum Points	100

APPLICATION

1. Applicant Information

Name of Organization: _____

Mailing Address: _____
(include street and PO Box) _____

City, State, Zip: _____

DUNS Number: _____

Federal ID Number: _____

2. Contact Information

Contact Name: _____

Contact Title: _____

Phone Number: _____

Fax (if applicable): _____

E-mail: _____

3. Project Information

Project Title: _____

Project Start Date, End Date: _____

Total Requested Funding: _____

Area Served (list all localities or other geographic description):

Does this area contain any impaired waters? Yes _____ No _____

If so, please list:

Impaired Water(s)	Cause of Impairment

(A list of Virginia Impaired Waters is available at:

[http://www.deq.virginia.gov/Programs/Water/WaterQualityInformationTMDLs/WaterQualityAssessments/2012305\(b\)303\(d\)IntegratedReport.aspx](http://www.deq.virginia.gov/Programs/Water/WaterQualityInformationTMDLs/WaterQualityAssessments/2012305(b)303(d)IntegratedReport.aspx))

4. Scope of Work

Please provide a description of the proposed project and organization seeking funding. Be sure to include the following:

- A description of the personnel and/or partners involved in the project and their respective role(s).
 - If the proposal involves partnering with any other governmental entity, include a letter (or other statement) from the entity endorsing the application and expressing willingness to participate.
- The organization's qualifications and experience in administering this type of program or similar programs.
- How income eligibility will be determined (for septic tank pump-out programs).
- The geographic area(s) to be served.
- A description of any third parties that will administer the program.
- A description of the process for selecting contractors or third party participants.
- A description of the proposed process for developing ordinance revisions (for ordinance revision programs).
- A list of all anticipated results and deliverables (# of septic tanks pumped to be pumped, ordinances developed, etc.), and a timeline for the completion of all deliverables.

5. Project Budget

Use the following guidelines for determining budget categories for estimated project expenses. DEQ grant agreements for projects awarded funding will include a Project Budget and Expense Report Template, which breaks down the project budget into categories. This form is to be used for reimbursement request according to actual expenses within each of the budget categories. All costs must be reasonable and necessary. Adherence to Generally Accepted Accounting Principles, the Virginia Public Procurement Act (VPPA), and all applicable state regulations must be followed.

Personnel: Grant funds for personnel charges shall only be for staff within the project sponsors' organization and for staff members who are directly involved in the project. This category does not include contractual staff. In-kind personnel contributions from project partners may be listed as personnel under the Match funds section of the budget narrative. Use the actual annual salary or hourly wage of project staff to determine expenditures and/or Match amounts based on estimated time to be spent working on the project.

Fringe Benefits: In the budget narrative please provide the percentage used for fringe benefits, the basis for its computation, and the types of benefits included.

Travel: Mileage traveled and other costs for travel including lodging and meals. Travel reimbursements are for actual costs based on organization policies, and is not to exceed those included in the *Commonwealth of Virginia Policies & Procedures, Topic No. 20335, State Travel Regulations*. A maximum vehicle mileage rate of \$0.56/mile shall be used (2014 IRS rate).

Supplies: This category includes tangible property items with a per unit cost value of less than \$5,000. Supplies must be itemized in the budget narrative.

Contractual: Contractual costs include subcontracted work to be completed by those other than the project sponsor such as design and engineering services, legal contracts, easement surveys, and analysis of water samples.

Other Direct: Miscellaneous items. These items must be listed in the budget narrative, in sufficient detail to determine if they are reasonable and allowable.

Indirect: Grant proposals may include indirect costs; DEQ will pay indirect costs up to the entity's maximum rate approved by its federal cognizant agency.

Budget Detail:

Budget Category	Total	Grant Amount	Match Amount¹
Personnel <i>(positions and hourly rates)</i>			
Subtotal:			
Fringe			
Subtotal:			
Contractual Services ² <i>(list by type)*</i>			
Subtotal:			
Equipment			
Subtotal:			
Supplies <i>(Itemized by categories)</i>			
Subtotal:			
Travel <i>(at current IRS rates)</i>			
Subtotal:			
Other Direct Costs			
Subtotal:			
Indirect Costs			
Subtotal:			
Total Project Costs			

1. Financial Match is not required
2. Actual pump-out costs should be included in “Contractual Services”

6. Name and Signature of Individual Authorized to Submit Application

Name (please print or type)

Title

Signature

Date